

**CONFIDENTIAL** 13 May 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Report for the Week Ending 13 May 1955

1. General



25X1C

2. Administration

Need for Overtime - (new item)

Work in all sections of the Contract Branch, Procurement Division, is continuing on a six-day week basis until 30 June 1955. However, a review is made each Friday to ascertain the workload does in fact require all employees to work Saturday.

3. Procurement Division

Contract Settlement - [REDACTED]

Several attempts have been made to reach settlement with this contractor. A supplemental agreement was mailed to him on 28 February 1955. He did not execute this agreement, but forwarded a check in the amount of \$1,171.16, which was \$379.46 less than the Agency's request. After clearance of the check, a letter will be sent this contractor, enclosing a revised supplemental agreement and indicating that he did not live up to his agreement and that action will be initiated to place him on the list of debarred bidders.

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**SECRET**

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4. Supply Division

Report of Non-Issue of Material - (new and continued item)

A recent listing from the Machine Records Division indicates that on 30% of all ZI stock items there has been no issue for a period of one year. A study will be conducted relative to the non-issue items to determine which must be retained in the supply system and which may be declared surplus and ultimately disposed of.

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action is being taken to determine specific causes and to take corrective action.

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Field Visit to [REDACTED]

The packaging specialist has returned from [REDACTED] where he assisted in the establishment of the packaging and preservation functions, as well as the installation of the necessary equipment.

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JAMES A. GARRISON  
Director of Logistics

OL/AD/L/CC:d1 (13 May 55)

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